

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Sr. Transportation Engineer (Specialist)	Office of Policy Development & Quality Assurance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Policy Publication Manager	913-110-3161-912	June, 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of Policy Development and Quality Assurance, a Supervising Transportation Engineer, the Senior Transportation Engineer is responsible for overseeing, coordinating and ensuring the accuracy of the Local Assistance Program Guidelines, Procedures Manual, Guidebooks and Local Assistance website. Responsibilities also include assisting with process reviews, Americans with Disability Act (ADA) issues, small business concerns and implementation of the Division's Local Assistance Program element. This position provides quality assurance by editing, publishing, and sometimes authoring, division policy, procedures and program guidelines pertaining to the project development process for local agency transportation projects and programs 'off' the State highway system. Coordinates various federal, state and local meetings, and prepares, conducts and implements process review recommendations. Implements and assures compliance with various federal and state laws and regulations and performs related duties as required. Identifies efficiencies and makes continuous quality improvements to the program.

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹

- 40% (E) Manages the development and maintenance of the Local Assistance Procedure Manual, Local Assistance Program Guidance, and other publications to provide direction to Local Agencies on State and Federal policy and procedures. Performs as the lead of a multi-disciplinary team to develop, update, and / or modify procedures to ensure compliance with State and Federal regulations. Responsible for providing quality assurance by editing, publishing, and authoring, Division policy, procedures and program guidelines pertaining to the project development process for local agency transportation projects and programs.
- 30% (E) Provides transportation engineering guidance to District Local Assistance staff. Develops, edits, publishes and sometimes authors Division of Local Assistance guidelines, policies, and procedures pertaining to federal and state funded transportation project design, construction, financing, programming, management authorization, fund obligation, agreements, general accounting, Civil Rights regulation, consultant selection, and maintenance. Determines recommended course of action for identified deficiencies. Proactively researches new and proposed legislation, proposed rulemaking, Director's

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PM-0924 (REV 7/2014)

Policies and Deputy Directives and recommends changes in Division policy and program guidelines to ensure continued compliance. Actively solicits ideas, from internal and external customers on ways to streamline the project development and delivery process.

- 25% (E) Coordinates and / or represents the Division of Local Assistance at meetings with federal, state, regional and local representatives, and other Caltrans divisions on issues relating to state and federal programs, local agency project development and delivery policy. Coordinates the resolution of issues presented at meetings through the use of decision documents and issue papers. Researches information and provides recommendations for management decisions. Develops and pursues recommended regulatory and legislative changes to enhance local program and project delivery. May include significant involvement in such activities as audits and investigations; Bond program development, NHS / functional classification issues, state highway projects advertised and awarded by local agencies; Federal Highway Administration (FHWA) stewardship activities; and process review findings and recommendations implementation.
- 5% (M) In support of the Division of Local Assistance mission, the Senior Transportation Engineer may act on behalf of the Chief, Office of Policy Development and Quality Assurance during his / her absence and may act on behalf of the other senior engineers in the office handling those duties that cannot or should not be delayed for an extended period of time. Performs other related duties as required to meet important deadlines and balance office workload.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent provides functional direction and general assistance to the districts and divisions involved in the Local Assistance program. The incumbent does not provide direct supervision to any employees, but will serve as a lead worker and provide direction to others as assigned.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent performs a wide array of analysis in planning his / her area's activities. The incumbent develops policy and procedures, conducts process reviews and recommends solutions to politically sensitive matters. Must have the ability to lead multi-disciplinary teams in developing policy and procedures and communicate to internal and external agencies. The incumbent must be fluent in Microsoft Office software used for day to day operations. The incumbent should be knowledgeable regarding the latest engineering practices and administrative policies required to produce effective policy and procedures that are acceptable to local agencies, Caltrans, and / or the FHWA. Knowledge of Caltrans' role in administering the Local Assistance program is essential. An understanding of project development procedures; American Association State Highway Transportation Officials (AASHTO), Caltrans, and local agency design standards; and other laws, rules, regulations, policy and procedures as they pertain to development of Local Assistance projects is preferred.

The incumbent must be able to reason logically and creatively to resolve problems and issues, analyze data and information from numerous sources, and present ideas, information, and alternatives concisely and effectively.

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PM-0924 (REV 7/2014)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer is responsible for all decisions, actions, and consequences inherent in planning, organizing, and directing all assigned activities. Sensitive, controversial, or highly technical decisions are reviewed by the Chief, Office of Policy Development and Quality Assurance.

Errors would lower the Department's credibility in dealing with the Federal Highway Administration (FHWA) and local agencies, and could at worst result in loss of Federal-aid or State funding at the State or local levels and at least result in project delay.

PUBLIC AND INTERNAL CONTACTS

The Senior Transportation Engineer works with and is in contact with FHWA, City / County Engineers, Public Works Directors, various transportation planning organizations, Local Transportation Authorities, Consulting Engineers, and associations such as the County Engineers Association of California, League of California Cities, American Public Works Association, American Association of State Highway and Transportation Officials. The Senior Transportation Engineer also has substantial internal contact within the department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses without escalating tensions. Must be able to effectively communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams.

The incumbent must be able to sit for prolonged periods of time while using a keyboard / mouse and video display monitor or while reading, preparing, or reviewing documents or attending meetings. Field activities may require walking, climbing, and balancing. Must be able to use fine manipulation and / or simple grasping during the course of the workday. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis, and reasoning. Must be able to handle a workload that may be subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and / or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

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PM-0924 (REV 7/2014)

WORK ENVIRONMENT

This position requires occasional travel to attend meetings, workshops, etc. Travel will vary from none to several days / nights away during a week depending on where meetings are held.

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and / or stressful. The work environment may include both office and field environments, including transportation construction zones. Incumbent may be required to travel to district offices, offices of other state or federal agencies throughout the state, or other meeting facilities, and / or to the sites of proposed projects. In the field the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites and / or construction sites may be loud, dusty, or dirty and may include rugged terrain. While at their base of operation, the incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	Date
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)

Supervisor (Signature)	Date
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